

63-1902  
9 November 1962

MEMORANDUM FOR: Acting Chief, Fiscal Division  
Chief, Finance Division  
Chief, Automatic Data Processing Division  
Acting Comptroller, OSA-DD/E

SUBJECT : Increased Use of Economical Air Accommodations for  
Official Travel

REFERENCE : Bureau of the Budget Bulletin No. 63-7, dated  
10 October 1962, Same subject

1. The policy of the U. S. Government and of this Agency is that authorizing officials shall, to the maximum extent possible, specify use of airplane accommodations less costly than first-class. The Bureau of the Budget in the reference re-emphasized the Government's policy and called attention to the fact that, based upon an analysis of 80,000 travel claims, Government personnel traveling on official business used first-class accommodations two-thirds of the time. The Bureau of the Budget also stated that there is plainly no reason why any department or agency cannot use other than first-class air accommodations for more than 50 percent of its authorized travel.

2. In order to determine how well the personnel of this Agency is complying with the policy of the U. S. Government and of this Agency with respect to the use of less than first-class air accommodations for official travel, all travel vouchers representing audited and certified travel claims will be coded as follows in column 45, commencing 13 November 1962:

<u>Code</u>	<u>Explanation</u>
1	First-class
2	Shuttle
3	Other less-than-first-class
4	First-class and less-than-first-class, mixed
5	
9	

25X1

3. The above codes will be punched in column 45 of the punch cards which are prepared from the travel vouchers.

25X1

11/16/62  
cc to C/audit  
Comptroller

Group 1  
Excluded from automatic  
downgrading and  
declassification